



## Administrative Processing Requirements For Indoor Event Clearances

### Background

The Berkeley City Council passed (Date: May 19, 2009) Resolution No. 64.453 N.S. that approved a fee increase for services provided by the fire prevention division. One of the new fee increases is **\$87.50** under the MISCELLANEOUS FEES for “Indoor entertainment clearances” and was included to recover cost.

### Process

- ☐ The applicant must pay in person by check or money order – 2100 Martin Luther King Jr. Way 2<sup>nd</sup> Floor / Phone: 981-5585.
- ☐ The amount of \$87.50 will be payable to the City of Berkeley Fire Department; Admin. Staff will write a revenue budget code **#010-6403-324-2803** on the front of the check.
- ☐ The applicant must submit a completed Event Notification Form.
- ☐ The applicant must present a current/valid copy of their Business Licenses.
- ☐ The administrative staff will stamp “**PAID**” on the Event Form and forward a copy to the Fire Inspector or Shift Fire Inspector to schedule an inspection (within 2 weeks).
- ☐ In return the applicant will receive the following:
  - Receipt for the amount of \$87.50
  - Pre-inspection checklist
  - Copy of their Event Notification Form stamped PAID

### Frequently Asked Questions (FAQ)

- ***Is the Event Inspection Clearance Fee good for the entire semester?***  
No. It is only good for each registered event.
- ***How far out should I submit a request for an Event?***  
You should submit your request/payment at least 3 – 4 weeks prior to hosting an event for scheduling purposes.
- ***How many inspections are required for an event?***  
Usually there are 2 inspections conducted prior to the event. The initial inspection is to address fire life safety concerns that need to be corrected. The 2<sup>nd</sup> inspection is to verify that the violation has been corrected. The Fire Inspector will then issue a copy of the Indoor Entertainment Inspection Report and the Occupant Load Notice.